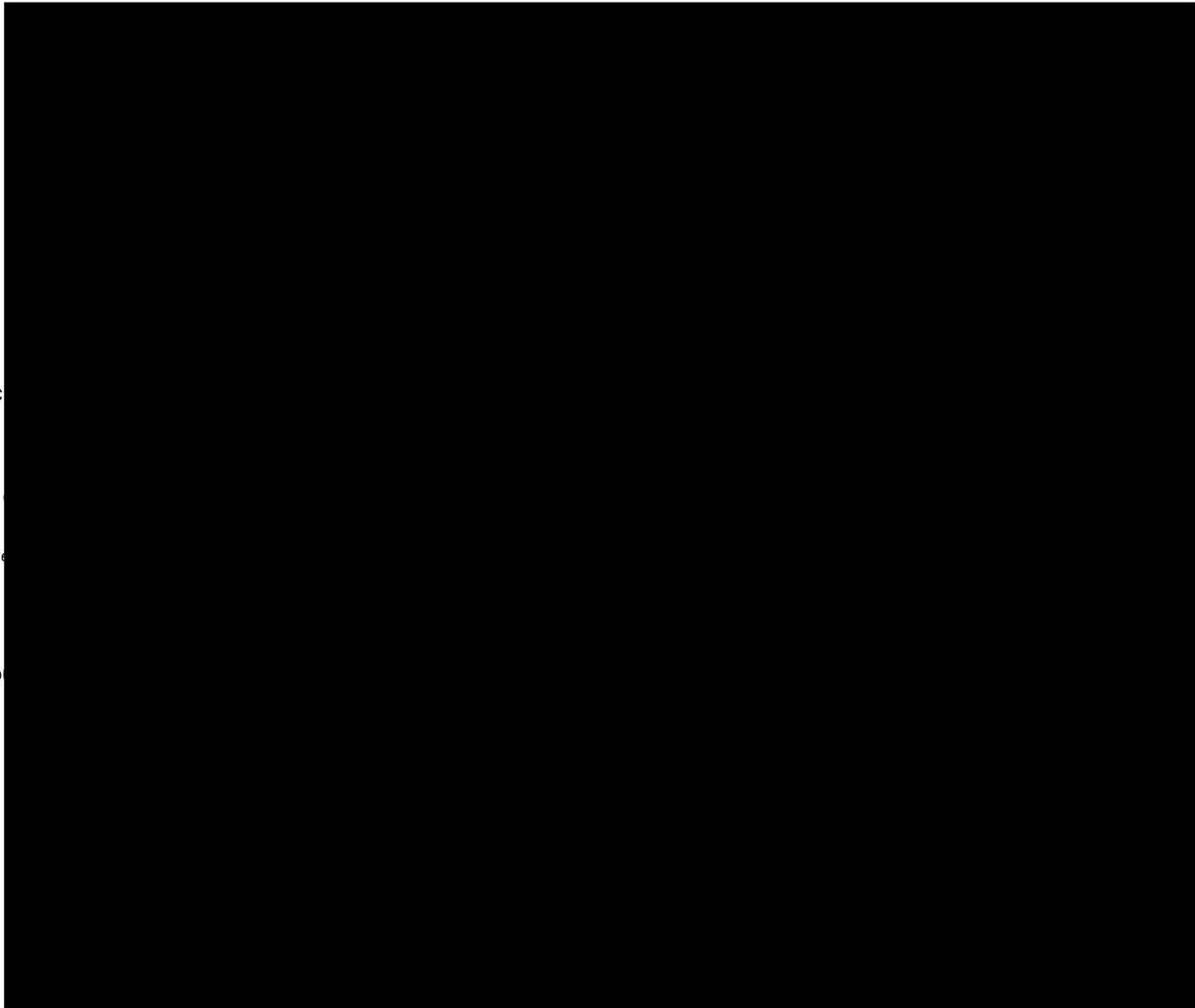




Human Resources



C

Jame

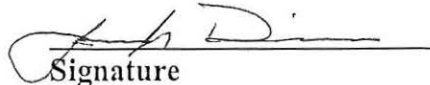
CO





LOS ALAMOS COUNTY
1000 Central Ave
Los Alamos, NM 87544

Acknowledgement of Receipt:


Signature

10/7/16
Date

MEMORANDUM

TO: Joseph Dimas

FROM: Philo Shelton: Director Public Works
Through: Ed McDaris, Assistant HR MGR

SUBJECT: Notice of Administrative leave with Pay

DATE: October 7, 2016

Effective immediately, you are being placed on administrative leave with pay in accordance with County Personnel Rule 725.1. You will remain on administrative leave until further notice.

During your administrative leave period you must comply with the following:

1. You will not engage in any county duties or activities unless expressly directed to do so by me.
2. You will remain available for contact from 8:00 a.m. to 5:00 p.m. Monday through Friday regarding the investigation or other County business. You must provide a telephone number below where you will be immediately available to respond to contact during those hours.
3. You may be called back to work or for an additional investigatory interview at any time during business hours.
4. You must be able to respond to the County Municipal Building within one hour of being notified.
5. Failure to be readily available during business hours may subject you to disciplinary action.
6. You must notify me if you will be absent and unavailable for contact. You must receive my pre-approval for such unavailability. Any leave must be preapproved.

These directives shall remain in force pending further notice.

This is the telephone number I can be reached at between 8:00AM and 5:00 PM Monday through Friday [REDACTED]

**COUNTY OF LOS ALAMOS
PERSONNEL FOLDER REVIEW LOG**

Joseph Dimes
EMPLOYEE NAME

[REDACTED]
EMPLOYEE#

My signature acknowledges that I have requested to review this personnel folder and that I will not add or remove any documents to or from this folder. My signature also acknowledges that I am authorized to review this folder in accordance with the County of Los Alamos Personnel Rules and Regulations. I understand that the information contained in this folder may be privileged and confidential and shall be treated as such except as specifically exempted by the Information Public Request Act and other applicable laws.

PRINT NAME	SIGNATURE	AGENCY	DATE	TIME REC'D	TIME RET'D
------------	-----------	--------	------	------------	------------

- | | | | | | |
|-----|----------------|---------|---------|---------|---------|
| 1. | James Barla | Transit | 10-9-15 | 1:05 pm | 1:08 |
| 2. | KEITH SMITHSON | TRANSIT | 10-9-15 | 1:05 pm | 1:07 pm |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
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| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |



County of Los Alamos
Post Hire Questionnaire

Employee Number	[REDACTED]	Social Security Number	[REDACTED]
Legal Name (First, Middle, Last) <i>Joseph John Dimes</i>			
Date of Birth	[REDACTED] 1986	Female <input type="checkbox"/> Male <input checked="" type="checkbox"/>	[REDACTED]

Mailing Address	[REDACTED]		
Physical Address (if different)	[REDACTED]		
Home Phone	[REDACTED]	Cell Phone	[REDACTED]

Emergency Contact	[REDACTED]
-------------------	------------

List all dependents (including spouse). Dependent is any child who is not married and who has not attained the age of 19, or age 25, if a full-time student at an accredited school. All fields are necessary.

Full Name	Relationship	Birth Date	Social Security Number
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Were you a member of Public Employees Retirement Association (PERA) or other plan sponsored by the State of New Mexico before being hired by Los Alamos County? Yes No

If yes, approximately how many years of service credit do you have? _____

Drivers Lic Number	Drivers Lic Exp Date	Drivers Lic State	Drivers Lic Type/Class
[REDACTED]	[REDACTED] 2022	N.M.	B.

For Use by HR Only

DL required? <input checked="" type="radio"/> Yes <input type="radio"/> No	DL verified by <i>[Signature]</i>
--	-----------------------------------

EMPLOYER COPY



LOS ALAMOS COUNTY

1000 Central Avenue, Suite 230
Los Alamos, New Mexico 87544
(505) 662-8040 fax (505) 662-8000

Human Resources Division

October 14, 2015

Joseph Dimas
PO Box 142
Embudo, NM 87531

Dear Mr. Dimas,

This letter is to confirm our verbal offer and your acceptance of a promotion from a full time, Limited Term Transit Operator I to a full time, Regular Transit Operator I with the Public Works-Transit Division. Your effective date is October 26, 2015 at a non exempt salary of \$15.62/hr., which will be paid on a bi-weekly basis. Please schedule a meeting with Bernadette Martinez (662-8067) to arrange for enrollment in the LAC Pension Plan and Long Term Disability benefit.

This offer is contingent upon the following:

1. Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
2. Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
3. Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.


You will serve a probationary period of six (6) months as required by the Los Alamos County Personnel Rules and Regulations stated in Rule 411.2.

Enclosed is Social Security Form SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security for your review and signature.

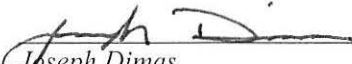
Please sign the acceptance clause below and return this letter, along with the signed job description and form SSA-1945, to the Human Resources Division.

If you have any questions, please feel free to call me at (505) 662-8040.

Sincerely,

For 
Denise Cassel
Human Resources Manager

I understand and accept the offer of employment as set forth above.


Joseph Dimas


Date

Los Alamos County

Job Description and Classification



JOB TITLE:	Transit Operator I, Transit Operator II, Lead Transit Operator
JOB CODE:	6713, 6712, 6711
CLASSIFICATION:	Non-Exempt
DEPARTMENT/DIVISION:	Public Works/Transit
SUPERVISOR:	Transit Supervisor

Position Summary:

Under direct supervision of the Transit Supervisor, provides safe, courteous, and on-time transportation to the general public in a variety of mass transit vehicles and services. Provides a range of customer service and support to customers and community members for Atomic City Transit. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Operates a variety of mass transit vehicles for the primary purpose of transporting passengers in a safe, courteous, and timely manner; observes all traffic laws and county, state, and federal regulations, policies, and procedures in regards to transit operations.
- Transports various transit vehicles to other locations.
- Operates standard vehicle equipment and various other equipment, such as passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems and GPS systems.
- May collect fares, sell passes, handle money and/or issue transfers. May be required to carry cash.
- Provides excellent customer service including verbal and written information to the public regarding routes, schedules, transfer points, and events; communicates, assists, and interacts with individuals of various backgrounds and abilities in a professional and friendly manner.
- Conducts thorough vehicle inspections on a daily basis in order to ensure safe transportation practices and compliance with county, state and federal requirements.
- Immediately and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Keeps vehicles cleaned, fueled and ready for service at all times while on shift. During Maintenance and Project Assignments, conducts thorough washing, cleaning, and detailing of transit vehicles.
- Maintains professional communication with the Transit Customer Care Center. Informs dispatch of passenger pick-up and drop-off locations that require lift assisted transportation.
- Assists individuals with physical or mental limitations for the purpose of providing access to public transportation and ensuring passenger safety; secures mobility devices, walkers, oxygen tanks, and other equipment to ensure safety and comfort.
- Provides written and verbal reports on a regular basis, such as manifest reports, incident reports, accident reports, defect reports, mileage reports, route changing notifications, passenger count sheets, passenger exchanges, road conditions, detours, and equipment failure notifications.
- Attends staff meetings and various trainings during and outside of normal work hours.

- May assist Traffic Operations during times of emergencies or when there is a shortage of staff due to unforeseen events.
- Responds to emergency situations involving passengers, the public, or transit vehicles for the purpose of maintaining public safety during incidents, evacuations or other emergency situations.
- Assists as needed during emergency activities and evacuations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs maintenance, projects, and other duties as required.

Additional Essential Duties and Responsibilities for Transit Operator II:

- Assists the Lead Transit Operator with reports, incidents and concerns during Operator's shift.
- May perform customer service and/or dispatch duties as assigned during off-peak hours and times of emergencies or when there is a shortage of staff.
- Monitors supply room and ensures that it is adequately stocked.
- Monitors buses and ensures that they are supplied with necessary materials.
- Monitors securement devices on transit fleet and ensures that they are functional and/or replaced.
- May provide guidance or training to Transit Operator I.

Additional Essential Duties and Responsibilities for Lead Transit Operator:

- Monitors on-time staff and transit arrivals, addresses incidents, issues, and concerns during operating hours.
- Plans and schedules work assignments, materials, and equipment for projects, maintenance, and special events.
- Logs activities of the shift, and appropriately reports malfunctions, concerns, or other needed repairs to Transit Supervisor.
- Inventories supplies for operators to perform pre- and post-trip inspections and clean buses; ensures all emergency equipment is functioning and up to date.
- May function as the acting Transit Supervisor in the absence of the Supervisor, including emergency situations.
- Conducts various coaching including but not limited to Behind-the-Wheel Coaching; On-Board Route Coaching; Vehicle Orientation Coaching; Coaching For Mobility Device, Boarding and Securement Equipment.
- Provides assistance to internal and external event staff.
- Assists with route timing and suggests route improvements as needed.
- Provides guidance and training to Transit Operator I and II.

Minimum Qualifications:

- High School Diploma or GED.
- One year of customer service experience.
- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.

T.D.

- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

Additional Qualifications for Transit Operator II:

- Three years' experience as a transit, shuttle or bus operator.
- Must possess or have ability to obtain within six months of employment, and must maintain FTA approved Vehicle Operations, Managing Emergencies, and Customer Relations certifications.

Additional Qualifications for Lead Transit Operator:

- Additional two years' experience as a transit, shuttle, or bus operator.
- Must possess or have ability to obtain within six months of employment and must maintain FTA approved Para Transit Operator's Certification, or approved equivalent.

Preferred Qualifications for Transit Operator II:

- Two years of customer service experience across all years of job related experience.

Additional Preferred Qualifications for Lead Transit Operator:

- Experience in a lead capacity or supervisory across all years of job related experience.

Knowledge, Skills, and Abilities:

- Knowledge of transportation related hazards and safety precautions.
- Knowledge of or ability to learn applicable Federal, State, County and Local laws, regulations, and requirements related to transit operations.
- Knowledge of basic vehicle inspections and maintenance, including tire pressure, oil checks and fluid levels.
- Knowledge of recordkeeping principles.
- Knowledge of traffic laws, ordinances, and regulations involved in motor vehicle operation and passenger transportation responsibilities.
- Knowledge and abilities in customer service practices and techniques.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to safely and efficiently operate a variety of mass transit vehicles, standard vehicle equipment, passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems, GPS systems and other transit related equipment.
- Ability to assist patrons with physical and mental disabilities.
- Ability to establish and maintain an effective working relationship with the public, other departments, and county employees.
- Ability to effectively navigate routes and accurately meet time schedules as traffic and weather conditions allow.
- Ability to learn the geography of Los Alamos County, the locations of important buildings, and the street system.

Additional Knowledge, Skills, and Abilities for Transit Operator II:

- Skill in record maintenance.
- Ability to create, compose and edit written materials.

Additional Knowledge, Skills, and Abilities for Lead Transit Operator:

- Skill in providing coaching and training.
- Skills using independent judgment in problem solving of complex operating issues.
- Ability to gather and analyze statistical data and generate reports.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit up to 10 hours per day; use sense of smell; have manual and finger dexterity; stoop, talk, see and hear. The employee is occasionally required to stand. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. Employee must regularly move and/or lift up to 25 pounds. Employee must occasionally move and/or lift up to 50 pounds.

Work Environment:

Work is generally performed in vehicle and an outdoors setting with a high noise level. Exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks, and requires following basic safety precautions. Travel, training, meetings, events, on-site response to emergency situations, and evening, holiday, and weekend work will be required and may be on short notice. This position must respond when called out during an emergency situation.

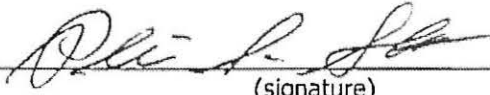
This position is covered under the Federal Transit Administration's guidelines for drug and alcohol testing and the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Driver's License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

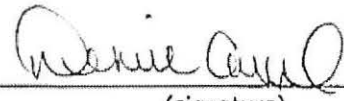
Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Job Description and Classification
Transit Operator I 6713
Transit Operator II 6712
Lead Transit Operator 6711

Approvals:

Department Director:  Date: 7-7-15
(signature)

Human Resources Manager:  Date: 7-7-15
(signature)

Reviewed: MM/DD/YYYY

Revised: 11/05/12, 03/20/2015



COUNTY OF LOS ALAMOS

1000 Central Avenue, Suite 230

Los Alamos, NM 87544

(505)662-8040

FAX (505)662-8000

jobs@lacnm.us

www.losalamosnm.us

For Use by Human Resources

Qual Yes

Not Qual _____

Educ _____

Exp _____

Other _____

INSEP28'15M9:08:58

APPLICATION FOR EMPLOYMENT

The Incorporated County of Los Alamos does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation or gender identity, disability, genetic information, or veteran status in the employment or the provisions of service.

Date of application 9/28/15 Announcement # 16-43

Position applied for Transit Operator I

PERSONAL INFORMATION

Name Joseph John Dimas

Address

Phone

Email address

Have you ever used a different name for school or employment? If yes, please list.

Joe

Does Los Alamos County employ any relative of yours?

If yes, list name and relationship.

Yes ☐ No ☒

Have you ever been employed by Los Alamos County?

Yes ☒ No ☐

If yes, list date separated or state "present employee".

Atomic City transit 7-21-14 / 12-12-14
Atomic City transit 3-30-15 - Present employee

Are you retired under the New Mexico Public Employee Retirement Association (PERA)? Yes ☐ No ☒

If yes, give date of retirement.

Are you 16 years of age or older?

Yes ☒ No ☐

Are you prevented from lawfully becoming employed in this country?

Yes ☐ No ☒

(Proof of citizenship or immigration status will be required upon employment.)

Do you possess a valid Driver's License?

Yes ☒ No ☐

State

NM

Type

Class B

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

Resumes may be attached but will not be used to determine qualification for a position.

INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.

Page 2 of this application must be signed to be considered for employment.

INSTRUCTIONS

1. Each position you are interested in requires a separate application.
2. Completed applications are the only source used for qualification.
3. Read the recruitment announcement for the position you are seeking. Note the skills and knowledge required. Complete each experience block describing your work, military or volunteer experience related to this position. Be sure you state how each meets the minimum qualifications detailed in the announcement. Your ability to qualify for a position depends on your description of previous experience and its relevance to the position you are seeking.
4. Type or print neatly in dark ink.
5. If you need more space for an answer, attach a sheet of paper and include all information requested on the application.
6. List relevant certifications on page 2 of this application.
7. Review your application before you submit it to HR. Make sure all information is complete and accurate.
8. A signature is required on page 2 to qualify.
9. Completing the Self-Identification forms and Applicant Data record is optional.

THE SELECTION PROCESS

Upon the close of the recruitment period, Human Resources will review all applications received to ascertain which applicants meet the minimum qualifications for the position. The qualified applications are delivered to the hiring official(s) for selection of interviewees. The County will contact those selected to interview. After all interviews have been completed and an applicant has been offered and accepted the position, applicants not selected will be contacted and notified that the position has been filled.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, please notify HR at (505)662-8040 at the time of application.

Name Joseph Dimas Position applied for Transit Operator

READ THE STATEMENT BELOW. YOU MUST SIGN AND DATE IN THE SPACE PROVIDED BELOW OR YOUR APPLICATION WILL BE DISQUALIFIED FROM ALL CONSIDERATION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT A SIGNATURE OCCURS.

I certify that the information I am providing in this application is correct and complete to the best of my knowledge and belief. I understand that if I fail to explain how I meet the minimum qualifications, my application may be disqualified and I understand that this includes, but is not limited to, failure to provide necessary education information, job duties and/or certifications. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Los Alamos County to investigate the information contained herein and contact those current and previous employers I have approved. I release all references, current and previous employers and schools from damages resulting from furnishing such information. I understand that this application shall become a public record upon receipt and, therefore, shall be available for public inspection. I understand that if hired, Los Alamos County will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.



[Signature]
Applicant Signature

6/10/15

Date

On what date would you be available for work? _____

Which of the following are you available to work? Mark all that apply.

Full-time ☒

Part-time ☐

Shift Work ☐

Temporary ☐

Casual ☐

EDUCATION

<input checked="" type="checkbox"/>	YES	High School Graduate/GED Certificate
<input type="checkbox"/>	NO	If no, indicate highest grade completed: _____

Have you attended a Vocational/Technical/Business School? If yes, please complete the information below.

Name of school:	Area of study:	Credits completed:
Certificate received:		
Name of school:	Area of study:	Credits completed:
Certificate received:		
Name of school:	Area of study:	Credits completed:
Certificate received:		

Have you attended a college or university? If yes, please complete the information below in the format provided in the example.

EXAMPLE--EXAMPLE--EXAMPLE--EXAMPLE--EXAMPLE--EXAMPLE			
Name of school:	NMSU	Area of study: Biology, Math	Credits completed: 136
Degree received:	BS in Biology	Year degree received:	1983
Name of school:	Area of study:	Credits completed:	
Degree received:		Year degree received:	
Name of school:	Area of study:	Credits completed:	
Degree received:		Year degree received:	
Name of school:	Area of study:	Credits completed:	
Degree received:		Year degree received:	
Name of school:	Area of study:	Credits completed:	
Degree received:		Year degree received:	

Attach additional pages if more space is needed. Be sure to include the information asked for in the spaces above.

Name Joseph Dimas Position applied for Transit operator

LICENSES/CERTIFICATIONS

Name of License or Field/Trade/Specialization:	License/Cert#:
Issue Date:	Issued by:
	Exp Date:
Name of License or Field/Trade/Specialization:	License/Cert#:
Issue Date:	Issued by:
	Exp Date:
Name of License or Field/Trade/Specialization:	License/Cert#:
Issue Date:	Issued by:
	Exp Date:
Name of License or Field/Trade/Specialization:	License/Cert#:
Issue Date:	Issued by:
	Exp Date:

POLICE OFFICER/CORPORAL AND DETENTION OFFICER APPLICANTS MUST COMPLETE THIS SECTION

Are you age 21 or older? ☐ Yes ☐ No

Will you submit to a full background investigation and FBI fingerprint check? ☐ Yes ☐ No

Are you a United States Citizen? (Police applicants only) ☐ Yes ☐ No

FIRE CADET AND FIREFIGHTER APPLICANTS MUST COMPLETE THIS SECTION

Are you age 18 or older? ☐ ☐

Will you submit to a full background investigation? ☐ ☐

Are you a United State Citizen? ☐ ☐

Have you ever been granted a US Government security clearance? ☐ ☐

If yes, give name of employer and date clearance was last active. _____

Have you ever had a security clearance suspended, denied or revoked? ☐ ☐

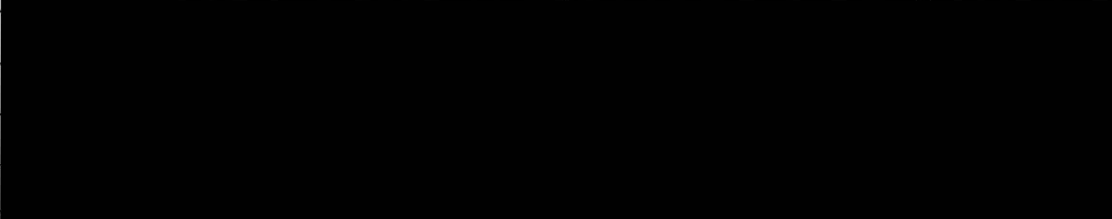
If yes, give name of employer, date of occurrence, and an explanation of the circumstances. Attach a separate sheet if needed.

List any additional information that may be helpful in considering your application. This is not to replace employment history.

I have always been a hard worker and can do anything that I'm assigned to do. Nobody has ever regreted hiring me. Fast learner

REFERENCES

You must list three professional references who we may contact and who are able to evaluate your job related knowledge and abilities. Please include at least one supervisor (past or present) who we may contact, if applicable.

Name	
Title	
Company	
Phone	

Name Joseph Dimas

Position applied for Transit operator

EMPLOYMENT HISTORY

Please complete each section entirely. List all work experience, paid or unpaid, including military or volunteer experience.
A resume may not be substituted for employment history.

1	Employer <u>Atomic City Transit</u>	Type of Business <u>City Transportation</u>	Job Title <u>Driver</u>
Employer Address (include city and state) <u>101 Camino Entrada Bldg 1</u>		Employer Phone <u>505-709-8175</u>	
Dates (MM/YYYY) From <u>3/30/15</u> To <u>Present</u>	Supervisor <u>Charles Flowers</u>	Name/Title <u>Jonathan Henley</u>	Starting Pay <u>15.45</u>
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving <u>Currently still employed</u>		
If you supervised employees, please indicate number and dates. No. _____ From (MM/YYYY) _____ To (MM/YYYY) _____		Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: <u>40 a week</u>	
Duties/Responsibilities <u>CDL Driver</u>			
Do not write in this area		Years <u>8</u>	Months _____

2	Employer <u>Atomic City Transit</u>	Type of Business <u>City Transportation</u>	Job Title <u>Driver</u>
Employer Address (include city and state) <u>101 Camino Entrada Bldg 1</u>		Employer Phone _____	
Dates (MM/YYYY) From <u>7/21/14</u> To <u>12/12/14</u>	Supervisor _____	Name/Title _____	Starting Pay <u>15.45</u>
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving <u>Temporary Job</u>		
If you supervised employees, please indicate number and dates. No. _____ From (MM/YYYY) _____ To (MM/YYYY) _____		Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: <u>40 a week</u>	
Duties/Responsibilities <u>CDL Driver</u>			
Do not write in this area		Years <u>6</u>	Months _____

Name

Joseph Dimas

Position applied for

Transit Operator

EMPLOYEMENT HISTORY (continued)

3	Employer Wayne Archuleta	Type of Business Construction	Job Title
Employer Address (include city and state) Dixon, NM 87527		Employer Phone 423-0602	
Dates (MM/YYYY) From 6/6/05 To 11/10/09		Supervisor Name/Title Wayne Archuleta	Starting Pay 10.00
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving Lack of Work	Final Pay 17.00
If you supervised employees, please indicate number and g No. From (MM/YYYY) To (MM/Y		Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: 40 Fulltime	
Duties/Responsibilities Roofing Carpentry Cement Work Complete handyman			
Do not write in this area		Years	

4	Employer Gil's Rental	Type of Business Rental	Job Title Sales / Mechanic
Employer Address (include city and state) 1906 N. River side Dr.		Employer Phone 753-2833	
Dates (MM/YYYY) From 2/15/09 To 2/20/14		Supervisor Name/Title Victor Archuleta	Starting Pay 8.00
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving	Final Pay 10.00
If you supervised employees, please indicate number and g No. From (MM/YYYY) To (MM/Y		Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: 40 a week	
Duties/Responsibilities Customer Service loading and delivering Equipment UHAUL Sales & Maintenance Servicing heavy Equipment like, back hoes, forklifts, track hoes, skidsteers, farm tractors, rollers, and a lot more small equipment.			
Do not write in this area		Years	

Name

Joseph Dimas

Position applied for

Transit Operator

EMPLOYMENT HISTORY (continued)

5		Employer <u>Mallory Landscapes & Design</u>	Type of Business <u>landscape</u>	Job Title <u>landscaper</u>
Employer Address (include city and state) <u>40 Calle Cristiano Santa Fe, NM</u>			Employer Phone <u>505-310-4712</u>	
Dates (MM/YYYY) From <u>04/14</u> To <u>06/14</u>		Supervisor Name/Title <u>Jennifer Mallory</u>	Starting Pay <u>11.00</u>	Final Pay <u>11.00</u>
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving <u>Better Job</u>		
If you supervised employees, please indicate number and grades. No. _____ From (MM/YYYY) _____ To (MM/YYYY) _____			Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: <u>40 + a week</u>	
Duties/Responsibilities <u>Landscaping & Designing</u>				
Do not write in this area		Years	Months	

Attach additional pages if more space is needed. Be sure to include all the information requested in the relevant sections. Please take a moment to review your application for accuracy and completeness. It is the responsibility of the applicant to ensure that the application is complete. Incomplete applications may be disqualified from the recruitment process.

FOR EMPLOYER USE ONLY

R T C LT

Job Title

Transit Operator

Grade

119

Salary

\$15.62

APPROVALS

Department Director

[Signature]

Date

10-14-15

HR Manager

[Signature]

Date

10/14/15

CA/Utility Manager

Date

Offer accepted?

Yes ☒No ☐

Update date

10/26/15

Min Q1	<u>[Signature]</u>
Min Q2	<u>[Signature]</u>
Min Q3	<u>[Signature]</u>
Min Q4	<u>[Signature]</u>



LOS ALAMOS COUNTY
NEW HIRE CHECKLIST
REGULAR AND LIMITED TERM EMPLOYEES

Name: Joe Dimas

Department: Pw-Transit

Employee #: [REDACTED]

Hire Date: 03/30/15

- ☐ Signed Offer Letter
- ☐ Signed Job Description
- ☐ Post-Hire Questionnaire
- ☐ New Hire Reporting Form
- ☐ Direct Deposit Slip
- ☐ W-4 Form
- ☐ I-9 Form Date I-9 form completed: _____
- ☐ Vet-100 Form
- ☐ Voluntary Self-Identification of Disability
- ☐ EEO Information Form
- ☐ Purchasing Division Notification Form
- ☐ Governmental Conduct
- ☐ Holiday/Payroll Calendar
- ☐ Los Alamos County Organizational Chart
- ☐ Wellness Benefits
- ☐ Inspection of Public Records Notice
- ☐ County of Los Alamos Affirmative Action Reaffirmation
- ☐ County Code ~ Conflict of Interest/Gift
- ☐ HIPAA Policy
- ☐ IT Policy
- ☐ IT Policy Acknowledgment
- ☐ HR Release Slip

- ☐ Rule 411f (limited term employees only)

Items to be covered in the benefits orientation:

- ☐ Training and Tuition Policy
- ☐ Employee Benefits and Pension
- ☐ Social Security SSA-1945 Form

I hereby certify that the information on this new hire checklist was provided to me during my new-hire orientation and that I fully understand the information.

[Signature]
Employee Signature

03/30/15
Date

[Signature]
Human Resources Representative

3/30/15
Date



LOS ALAMOS COUNTY

1000 Central Avenue, Suite 230
Los Alamos, New Mexico 87544
(505) 662-8040 fax (505) 662-8000

Human Resources Division

March 20, 2015

Joe Dimas
PO Box 142
Embudo, NM 87531

Dear Mr. Dimas,

This letter is to confirm our verbal offer and your acceptance of a limited term Transit Operator I position with the Public Works - Transit Division. Your effective date is Monday, March 30, 2015 at a non-exempt pay rate of \$15.49/hr., which will be paid on a bi-weekly basis. Please report to the Los Alamos County New Hire Orientation on Monday, March 30, 2015 at 8:00 a.m. The Orientation will be held in Suite 230, on the second floor in the Los Alamos County Municipal Building, 1000 Central Avenue.

This offer is contingent upon the following:

- Must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent.
- Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

You have been scheduled for your drug screening on Friday March 20, 2015 at 8:00 a.m. Please report to Concentra Urgent Care, 720 St. Michael's Drive in Santa Fe. Their phone number is (505) 438-9402.

In order to comply with the U.S. Department of Homeland Security, Citizen and Immigration Services, you must present documents verifying your eligibility to work for this company in the United States. Attached is a copy of an I-9 form, the back of which has a list of acceptable documents. You must present one document from List A or one document each from Lists B and C.

Please sign the acceptance clause below and return this letter, along with the signed job description, to the Human Resources Division.

If you have any questions, please feel free to call me at (505) 662-8040.

Sincerely,

A handwritten signature in cursive script, reading "Denise Cassel".

Denise Cassel
Human Resources Manager

I understand and accept the offer of employment as set forth above.

A handwritten signature in cursive script, reading "Joe Dimas".

Joe Dimas

3/30/15

Date

Los Alamos County

Job Description and Classification



Transit

JOB TITLE: Transit Operator I, II, III
JOB CODE: 6713, 6712, 6711
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Public Works/Transportation
SUPERVISOR: Transit Operations Supervisor

Position Summary:

Under direct supervision of the Transit Operations Supervisor, provides safe, courteous, and on-time transportation to the general public in a variety of mass transit vehicles and services. Provides a range of customer service and support to customers and community members for Atomic City Transit. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Operates a variety of mass transit vehicles for the primary purpose of transporting passengers in a safe, courteous, and timely manner; observes all traffic laws and county, state, and federal regulations, policies, and procedures in regards to transit operations.
- Transports various transit vehicles to other locations.
- Operates standard vehicle equipment and various other equipment, such as passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems and GPS systems.
- May collect fares, sell passes, handle money and/or issue transfers. May be required to carry cash.
- Provides excellent customer service including verbal and written information to the public regarding routes, schedules, transfer points, and events; communicates, assists, and interacts with individuals of various backgrounds and abilities in a professional and friendly manner.
- Conducts thorough vehicle inspections on a daily basis in order to ensure safe transportation practices and compliance with county, state and federal requirements.
- Immediately and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Keeps vehicles cleaned, fueled and ready for service at all times while on shift. During Maintenance and Project Assignments, conducts thorough washing, cleaning, and detailing of transit vehicles.
- Maintains professional communication with the Transit Customer Care Center. Informs dispatch of passenger pick-up and drop-off locations that require lift assisted transportation.
- Assists individuals with physical or mental limitations for the purpose of providing access to public transportation and ensuring passenger safety; secures mobility devices, walkers, oxygen tanks, and other equipment to ensure safety and comfort.
- Provides written and verbal reports on a regular basis, such as manifest reports, incident reports, accident reports, defect reports, mileage reports, route changing notifications, passenger count sheets, passenger exchanges, road conditions, detours, and equipment failure notifications.
- Attends staff meetings and various trainings during and outside of normal work hours.

- May assist Traffic Operations during times of emergencies or when there is a shortage of staff due to unforeseen events.
- Responds to emergency situations involving passengers, the public, or transit vehicles for the purpose of maintaining public safety during incidents, evacuations or other emergency situations.
- Assists as needed during emergency activities and evacuations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs maintenance, projects, and other duties as required.

Additional Essential Duties and Responsibilities for Transit Operator II:

- Assists the Transit Operator III with reports, incidents and concerns during Operator's shift.
- May perform customer service and/or dispatch duties as assigned during off-peak hours and times of emergencies or when there is a shortage of staff.
- Monitors supply room and ensures that it is adequately stocked.
- Monitors buses and ensures that they are supplied with necessary materials.
- Monitors securement devices on transit fleet and ensures that they are functional and/or replaced.
- May provide guidance or training to Transit Operator I.

Additional Essential Duties and Responsibilities for Transit Operator III:

- Monitors on-time staff and transit arrivals, addresses incidents, issues, and concerns during operating hours.
- Serves as Transit Operator Lead worker. Plans and schedules work assignments, materials, and equipment for projects, maintenance, and special events.
- Logs activities of the shift, and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Inventories supplies for operators to perform pre- and post-trip inspections and clean buses; ensures all emergency equipment is functioning and up to date.
- May function as the acting Transit Operations Supervisor in the absence of the Supervisor, including emergency situations.
- Conducts various coaching including but not limited to Behind-the-Wheel Coaching; On-Board Route Coaching; Vehicle Orientation Coaching; Coaching For Mobility Device, Boarding and Securement Equipment.
- Provides assistance to internal and external event staff.
- Assists with route timing and suggests route improvements as needed.
- Provides guidance and training to Transit Operator I and II.

Minimum Qualifications:

- High School Diploma or GED.
- One year of customer service experience.
- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.

- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

Additional Qualifications for Transit Operator II:

- Three years' experience as a transit, shuttle or bus operator.
- Must possess or have ability to obtain within six months of employment, and must maintain FTA approved Vehicle Operations, Managing Emergencies, and Customer Relations certifications.

Additional Qualifications for Transit Operator III:

- Additional two years' experience as a transit, shuttle, or bus operator.
- Must possess or have ability to obtain within six months of employment and must maintain FTA approved Para Transit Operator's Certification, or approved equivalent.

Preferred Qualifications for Transit Operator II:

- Two years of customer service experience across all years of job related experience.

Additional Preferred Qualifications for Transit Operator III:

- Experience in a lead capacity or supervisory across all years of job related experience.

Knowledge, Skills, and Abilities:

- Knowledge of transportation related hazards and safety precautions.
- Knowledge of or ability to learn applicable Federal, State, County and Local laws, regulations, and requirements related to transit operations.
- Knowledge of basic vehicle inspections and maintenance, including tire pressure, oil checks and fluid levels.
- Knowledge of recordkeeping principles.
- Knowledge of traffic laws, ordinances, and regulations involved in motor vehicle operation and passenger transportation responsibilities.
- Knowledge and abilities in customer service practices and techniques.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to safely and efficiently operate a variety of mass transit vehicles, standard vehicle equipment, passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems, GPS systems and other transit related equipment.
- Ability to assist patrons with physical and mental disabilities.
- Ability to establish and maintain an effective working relationship with the public, other departments, and county employees.
- Ability to effectively navigate routes and accurately meet time schedules as traffic and weather conditions allow.
- Ability to learn the geography of Los Alamos County, the locations of important buildings, and the street system.

Additional Knowledge, Skills, and Abilities for Transit Operator II:

- Skill in record maintenance.
- Ability to create, compose and edit written materials.

Additional Knowledge, Skills, and Abilities for Transit Operator III:

- Skill in providing coaching and training.
- Skills using independent judgment in problem solving of complex operating issues.
- Ability to gather and analyze statistical data and generate reports.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit up to 10 hours per day; use sense of smell; have manual and finger dexterity; stoop, talk, see and hear. The employee is occasionally required to stand. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. Employee must regularly move and/or lift up to 25 pounds. Employee must occasionally move and/or lift up to 50 pounds.

Work Environment:

Work is generally performed in vehicle and an outdoors setting with a high noise level. Exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks, and requires following basic safety precautions. Travel, Training, Meetings, Events; on-site response to emergency situations; and evening, holiday, and weekend work will be required and may be on short notice. This position must respond when called out during an emergency situation.

This position is covered under the Federal Transit Administration's guidelines for drug and alcohol testing and the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Drivers License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: MM/DD/YYYY Revised: 11/05/12



COUNTY OF LOS ALAMOS
1000 Central Avenue
Suite 230
LOS ALAMOS, NM 87544
(505) 662-8040
FAX (505) 662-8000
JOBLINE (505) 662-8039
Web site www.losalamosnm.us
Email: jobs@lacnm.us

For Use by Human Resources

Qual ✓
Not Qual _____
Exper _____ Educ _____
Other _____

**PLEASE READ THESE
INSTRUCTIONS BEFORE
COMPLETING THIS APPLICATION**

**RESUMES ARE NOT USED TO
QUALIFY**

**INCOMPLETE APPLICATIONS WILL
NOT BE ACCEPTED**

Submit a separate application for each position for which you are applying.

An original signature is required for each application submitted.

Read the recruitment announcement carefully for the position for which you are applying. Be sure you state how you meet the minimum qualifications set forth in the announcement.

Your completed application is the primary source used in the interview and selection process.

- Type or print clearly in dark ink.
- If you need more space for an answer, use a sheet of paper the same size as this page.
- Note the skills and knowledge required.
- Complete each experience block describing your work, military or volunteer experience. List relevant certifications.
- Your ability to qualify for a position will depend on your description of previous experience and its relevance to the position you are seeking.

The Selection Process

Upon the close of the recruitment period, Human Resources Division will review all applications received to ascertain if each applicant meets the minimum qualifications for the position. The qualified applications are then delivered to the selecting official(s) for selection of interviewees.

If you are selected for an interview, you will be contacted by phone. After all interviews have taken place and an applicant has been offered and has accepted the position, applicants will be contacted by letter and informed that the position has been filled.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, please notify the Human Resources Division at (505) 662-8040 at the time of application.

APPLICATION FOR EMPLOYMENT

The County of Los Alamos is An Equal Opportunity Employer

DATE OF APPLICATION 10/7/14 Announcement No. 15-69

Position Applied For Transit Operator I or II

PERSONAL INFORMATION

Name Dumas Joseph John

Address

Telephone

Have you ever used a different name for school or employment? Yes ☒ No ☐

If yes, what name(s)? Joe

Does Los Alamos County employ any relative of yours? Yes ☐ No ☐
If yes, state whom and the relationship:

Have you ever been employed by Los Alamos County? Yes ☒ No ☐
If yes, give date separated or state "present employed"

Atomic City Transit 7/21/14 - 12-12-14

Are you retired under the New Mexico Public Employee Retirement Association (PERA)? Yes ☐ No ☒

If yes, please give date of retirement: _____

Are you 16 years of age or older? Yes ☒ No ☐

Are you prevented from lawfully becoming employed in this country? Yes ☐ No ☒

(Proof of citizenship or immigration status will be required upon employment.)

Do you possess a valid Driver's License? Yes ☒ No ☐

State N.M. Type B

On what date would you be available for work? A.S.A.P.

Are you available to work: ☒ Full-time ☐ Part-time ☐ Shift Work

☐ Temporary ☐ Casual (Check all that apply)

EDUCATION Name: Joseph Dumas Position Applied for: Transit Operator I or II

<input checked="" type="checkbox"/> YES High School Graduate / GED Certificate? <input type="checkbox"/> NO If no, indicate grade completed _____	
<input type="checkbox"/> Vocational / Technical / Business School Name: _____ Credits Completed _____	
UNDERGRADUATE	GRADUATE
School(s)	School(s)
Major Field(s)	Major Field(s)
Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/>	Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/>
Degree(s) Received:	Degree(s) Received:
1. License/Certificate issued by:	
Field/Trade/Specialization	License/Certification Number
Issue Date	Expiration Date
2. License/Certificate issued by:	
Field/Trade/Specialization	License/Certification Number
Issue Date	Expiration Date

State any additional information you feel may be helpful to us in considering your application (not to be substituted for employment history).

always
 I have been a hard worker, and pretty much do anything that I'm assigned to do. Nobody has ever regretted hiring me, and you won't either.

POLICE/ DETENTION OR FIRE APPLICANTS ONLY

FIRE: Are you age 18 or over? Yes ☐ No ☐
 POLICE/DETENTION: Are you age 21 or over? Yes ☐ No ☐
 Are you a U.S. Citizen? Yes ☐ No ☐
 Are you willing to submit to a full background investigation and FBI fingerprint check? Yes ☐ No ☐
 Have you ever been granted a United States government security clearance? Yes ☐ No ☐
 If yes, give type, name of employer, and date clearance was last active:

Have you ever had a security clearance suspended, denied, or revoked? Yes ☐ No ☐
 If yes, give name of employer, date, and explain the circumstances. (Attach separate sheet if necessary)

REFERENCES Name: Joseph Dimas Position Applied for: Transit Operator I
 You must list three professional references we may contact who are able to evaluate your job related knowledge and abilities.
 Please include at least one supervisor (past or present) whom we may contact.

Name
 Title
 Company
 Phone

EMPLOYMENT HISTORY

Please complete each section entirely. List all work experience, paid or unpaid, including military experience or volunteer jobs.
 A resume shall not be substituted.

LIST PRESENT OR LAST EMPLOYER FIRST.

1	Employer <u>Gil's Rental</u>	Type of Business <u>Rental</u>	Job Title <u>Sales / Mechanic</u>
Employer Address <u>1900 N. Riverside Dr.</u>		Telephone No. <u>(505) 753-2833</u>	
Dates: (Mo/Dy/Yr) From <u>2/15/09</u> To <u>2/20/14</u>		Supervisor Name/Title <u>Victor Archuleta</u>	Pay: Starting <u>\$8.00</u> Final <u>\$10.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>Had to move on to better things.</u>	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: <u>40</u>	
Duties/Responsibilities: <u>Servicing & operating Heavy Equipment - Backhoes, Forklifts, Trackhoes.</u> <u>Skidsteers, farm tractor, rollers, and alot of small Equipment.</u> <u>Helping Customers.</u> <u>Loading & Delivering Equipment.</u> <u>UHAUL Sales & Maintenance.</u>			
Do not write in this area <u>7</u> YRS: MO:			

EMPLOYMENT (Continued) Name: Joseph Dimas Position Applied for: Transit Operator or II

2	Employer <u>Mallory Landscape & Design</u>	Type of Business <u>Landscape</u>	Job Title <u>Landscaper</u>
Employer Address <u>40 Calle Costiano Santa Fe, NM 87508</u>		Telephone No. <u>(505) 310-4712</u>	
Dates: (Mo/Dy/Yr) From <u>04/14</u> To <u>06/14</u>		Supervisor Name/Title <u>Jennifer Mallory</u>	Pay: Starting <u>\$11.00</u> Final <u>\$11.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>Better Job</u>	
If you supervised employees, please indicate number and give dates No. _____ From (Mo/Yr) <u>04/14</u> To (Mo/Yr) <u>06/14</u>		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: <u>40+</u>	
Duties/Responsibilities: <u>Landscape & Designing</u>			
Do not write in this area YRS: _____ MO: _____			

3	Employer <u>Wayne Archuleta</u>	Type of Business <u>Construction</u>	Job Title <u>Construction</u>
Employer Address		Telephone No. <u>(505) 579-4139</u>	
Dates: (Mo/Dy/Yr) From <u>04/06/05</u> To <u>01/10/09</u>		Supervisor Name/Title <u>Wayne Archuleta</u>	Pay: Starting <u>\$10.00</u> Final <u>\$12.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>lack of work, due to economy</u>	
If you supervised employees, please indicate number and give dates No. _____ From (Mo/Yr) _____ To (Mo/Yr) _____		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: <u>40+</u>	
Duties/Responsibilities: <u>Roofing</u> <u>carpentry</u> <u>cement work</u> > <u>complete handyman</u>			
Do not write in this area YRS: _____ MO: _____			

EMPLOYMENT (Continued) Name: Joseph Dumas Position Applied for: Transit Operator ¹⁰/_{II}

4	Employer <u>Atomic City Transit</u>	Type of Business <u>City Transportation</u>	Job Title <u>Driver</u>
Employer Address <u>101 Camino Entrada Bldg 1</u>		Telephone No. <u>(605) 461-1111</u>	
Dates: (Mo/Dy/Yr) From <u>07/21/14</u> To <u>Present</u>		Supervisor Name/Title <u>Jill Corothers</u>	Pay: Starting <u>\$15.45</u> Final <u>\$15.45</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>Present</u>	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week:	
Duties/Responsibilities: <u>C.D.L. Driver.</u>			
Do not write in this area YRS: <u>5</u> MO:			

5	Employer	Type of Business	Job Title
Employer Address		Telephone No. ()	
Dates: (Mo/Dy/Yr) From To		Supervisor Name/Title	Pay: Starting Final
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week:	
Duties/Responsibilities:			
Do not write in this area YRS: MO:			

EMPLOYMENT (Continued) Name: <u>Joseph Dings</u>		Position Applied for: <u>Transit Operator I or II</u>	
6	Employer	Type of Business	Job Title
Employer Address		Telephone No. ()	
Dates: (Mo/Dy/Yr) From To		Supervisor Name/Title	Pay: Starting Final
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week:	
Duties/Responsibilities:			
Do not write in this area YRS: MO:			

For additional experience blocks, please use continuation sheet available from the Human Resources Division.

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Los Alamos County to investigate the information contained herein and contact those current and previous employers I have approved. I release all references, current and previous employers and schools from damages resulting from furnishing such information. I understand that this application shall become a public record upon receipt and, therefore, shall be available for public inspection. I understand that if hired, Los Alamos County will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Signature of Applicant [Signature]Date 1/30/15

R T C (LT)		EMPLOYER USE ONLY		PS	
Job Title	<u>Transit Operator</u>	Grade	<u>14</u>	Salary	<u>15.49</u>
Start Date	<u>March 30, 2015</u>				
Dept. Director Approval	<u>[Signature]</u>	Date	<u>3-16-15</u>	Min Q1	<u>1399</u>
H.R. Manager Approval	<u>[Signature]</u>	Date	<u>3-18-15</u>	Min Q2	<u>1574</u>
CAO/Util. Mgr. Approval	<u>[Signature]</u>	Date	<u>3-17-15</u>	Min Q3	<u>1748</u>
Offer Accepted	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			Min Q4	<u>1923</u>
Pre-employment Test (s)	(If applicable)				
<u>[Signature]</u>					

Revised 6/10



Los Alamos County Human Resources Division Regular/Limited-Term Termination Checklist

Employee Name Joseph Dimas Employee # [REDACTED]
Department: PW Division: Transit
Date of termination 12.12.14 Date of final pay check 12.24.14

- ☐ Pull OPF (copy to be provided to employee upon request)
- ☐ Letter of resignation/termination or retirement
- ☐ Notice of Termination Form
- ☐ Notify HR/payroll of final check
- ☐ Direct Deposit - (Turn Off)
- ☐ Annual leave/comp payout Date Approx: 43.65
- ☐ Stability Payout (Retirees) Date n/A
- ☐ New Hire/Retention Bonus
- ☐ Resignation/termination or retirement of Employment clearance form - Date returned _____
- ☐ Notice to TALX - Unemployment insurance
- ☐ Employee exit interview questionnaire form
- ☐ Notice to Purchasing Division
- ☐ Check for Private deduction - Notify creditors of termination
- ☐ Contact CAO with retiree information
- ☐ Pension discussion with HR Staff/Pension Plan Administrator
- ☐ LAC Pension withdrawal/rollover
- ☐ PERA withdrawal/rollover
- ☐ ICMA withdrawal/rollover
- ☐ Pull Insurance File
- ☐ Insurance deductions
 - Turn off deductions - Pay Period _____ or Date _____
 - Insurance Coverage Termination _____ or Date 1-1-15
- ☐ COBRA options Due Date 3.1.15

HR Division Representative: BMtz Date: 12.12.15 Rev. 10/09



LOS ALAMOS COUNTY
HUMAN RESOURCES DIVISION
PAYROLL AUTHORIZATION FORM

☒ Resignation

☒ Retirement

Department/Division Name: PW/Transit Employee Number: [REDACTED]

I, Joseph Dimas, hereby authorize the County of Los Alamos to do the following:

- ☐ I will pick up paycheck in person at the Human Resources Department.
- ☐ Mail by final paycheck to the address listed below.

Address (Please print) Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Signature: J. Dimas

Date: 12/12/14

Last paycheck issued: 12-24-14

Authorized Signature _____

W Direct deposit requested ~~X~~
Mail Pay stub



Los Alamos County

Human Resources Division

Notice of Termination

To: Human Resources Division

From: Joseph Dimas

Subject: Notice of Termination of Employment

I hereby give you notice that I am terminating my employment with Los Alamos County as a Transit Oper. 1 in the PW, Transit.
(job title) (Department) (Division)

My last official employment date was/will be 12-12-14. My last day on duty was/will be 12-12-14. I understand that I must schedule an exit interview with the Human Resources Division to complete the necessary clearance forms.

I am terminating my employment for the following reason (s):

- ☐ Dissatisfied with job or working condition
- ☐ Dissatisfied with area and living conditions
- ☒ End of temporary program/assignment
- ☐ Health Reasons
- ☐ Relocation
- ☐ Other Employment
- ☐ Personal Reasons
- ☐ Returning to School
- ☐ Retirement
- ☐ Other _____

[Signature]
Employee Signature

12/12/14
Date

LOS ALAMOS COUNTY EXITING EMPLOYEE CLEARANCE FORM



County of Los Alamos, Incorporated
Human Resources Division
2451 Central Suite B, Los Alamos, NM 87544
State Tax ID# 01503298001

Phone: (505) 662-8040 Fax: (505) 662-8000

NOTICE OF EMPLOYEE SEPARATION

EMPLOYEE NAME: Joseph Dimas

SOCIAL SECURITY#: [REDACTED]

JOB TITLE: Transit Oper. 1

DEPARTMENT/DIVISION: PW-Transit

DATES OF EMPLOYMENT: START: 7-21-14 END: 12-12-14

VACATION PAY: ☒ YES ☐ NO

HOURS ALLOCATED: Approx: 43.65

REASON FOR SEPARATION:

☒ VOLUNTARY TERMINATION ☐ INVOLUNTARY TERMINATION ☐ LACK OF WORK
☐ RETIREMENT

WHAT WAS THE FINAL CIRCUMSTANCE LEADING TO SEPARATION?

Limited Term Position

ATTACHMENT: ☐ YES ☒ NO

BMB 12-12-14
HUMAN RESOURCES REPRESENTATIVE DATE

HR Tech
TITLE

MAIL ORIGINAL TO:
TALX Corporation
C/O Brandi McCarty
P.O. Box 173860
Denver, CO 80217-0860
Phone: (308) 535-2021
Fax: (888) 460-2831



County of Los Alamos
Post Hire Questionnaire

Employee Number	Social Security Number
Legal Name (First, Middle, Last) Joseph John Dimas	
Date of Birth	Female <input type="radio"/> Male <input checked="" type="radio"/>

Mailing Address	
Physical Address (if different)	
Home Phone	Cell Phone

Emergency Contact	

List all dependents (including spouse). Dependent is any child who is not married and who has not attained the age of 19, or age 25, if a full-time student at an accredited school. All fields are necessary.

Full Name	Relationship	Birth Date	Social Security Number

Were you a member of Public Employees Retirement Association (PERA) or other plan sponsored by the State of New Mexico before being hired by Los Alamos County? Yes No

If yes, approximately how many years of service credit do you have? _____

Drivers Lic Number	Drivers Lic Exp Date	Drivers Lic State	Drivers Lic Type/Class
	2017	N.M.	D.

For Use by HR Only

DL required?	DL verified by
<input checked="" type="radio"/> Yes <input type="radio"/> No	by <i>me</i>

EMPLOYER COPY



NEW MEXICO NEW HIRE REPORTING FORM

Send completed forms to:
New Mexico New Hires Directory
PO Box 29480
Santa Fe, NM 87592-9480

Fax forms toll free: 1-888-878-1614
Submit Online: www.nm-newhire.com
For more information: 1-888-878-1607

COMPANY INFORMATION

(Print or Type)

Federal Employer Identification Number* [REDACTED] 0679

Company Name* Los Alamos County

Street Address* 1000 Central Avenue

City, State, Zip Code* Los Alamos, NM 87544

Contact Name/Phone M. Katko

Contact/Company Email n/a

Payroll Address (if different from above) n/a

City, State, Zip Code n/a

EMPLOYEE INFORMATION

Employee #1

Name* Joseph Dimas Date of Birth [REDACTED] /1986

Social Security Number [REDACTED] Date of Hire* 07/21/2014

Address* [REDACTED] State of Hire NM

City, State, Zip Code* [REDACTED] Medical Insurance Available? [REDACTED]

Employee #2

Name* n/a Date of Birth

Social Security Number* n/a Date of Hire*

Address* n/a State of Hire

City, State, Zip Code* n/a Medical Insurance Available? YES ☐ NO ☐

*Required Information

Entered into NM New Hire Directory 7/21/2014 - T. J. [Signature]



LOS ALAMOS COUNTY

1000 Central Avenue, Suite 230
Los Alamos, New Mexico 87544
(505) 662-8040 fax (505) 662-8000

Human Resources Division

July 10, 2014

Joseph Dimas
PO Box 142
Embudo, NM 87531

Dear Mr. Dimas,

This letter is to confirm our verbal offer and your acceptance of a full-time, limited-term Transit Operator I position with the Public Works Department - Transit Division. Your effective date is July 21, 2014 at a non-exempt salary of \$15.43/hr., which will be paid on a bi-weekly basis. Please report to the Los Alamos County New Hire Orientation on Monday, July 21, 2014 at 8:00 am and again at 1:00 pm. The Orientation will be held in the Human Resources office, 1000 Central Avenue, Suite 230.

For the purposes of completing paperwork during the New Hire Employee Orientation, please bring your marriage license, birth certificates for any dependent children, and Social Security numbers for dependent children, your spouse, and beneficiaries, if applicable, when you report on July 21, 2014.

This offer is contingent upon the following:

- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.
- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

You have been scheduled for your physical exam on Tuesday, July 8 at 2:00 pm. Please report to Concentra Urgent Care located at 720 St. Michael's Drive in Santa Fe. Their phone number is (505)438-9402.

In order to comply with the U.S. Department of Homeland Security, Citizen and Immigration Services, you must present documents verifying your eligibility to work for this company in the United States. Attached is a copy of an I-9 form, the back of which has a list of acceptable documents. You must present one document from List A or one document each from Lists B and C.

Please sign the acceptance clause below and return this letter, along with the signed job description, to the Human Resources Division.

If you have any questions, please feel free to call me at (505) 662-8040.

Sincerely,

A handwritten signature in cursive script, appearing to read "Denise Cassel".

Denise Cassel
Human Resources Manager

I understand and accept the offer of employment as set forth above.

A handwritten signature in cursive script, appearing to read "Joseph Dimas".
Joseph Dimas

07/21/2014
Date

Los Alamos County

Job Description and Classification



JOB TITLE: Transit Operator I, II, III
JOB CODE: 6713, 6712, 6711
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Public Works/Transportation
SUPERVISOR: Transit Operations Supervisor

Position Summary:

Under direct supervision of the Transit Operations Supervisor, provides safe, courteous, and on-time transportation to the general public in a variety of mass transit vehicles and services. Provides a range of customer service and support to customers and community members for Atomic City Transit. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Operates a variety of mass transit vehicles for the primary purpose of transporting passengers in a safe, courteous, and timely manner; observes all traffic laws and county, state, and federal regulations, policies, and procedures in regards to transit operations.
- Transports various transit vehicles to other locations.
- Operates standard vehicle equipment and various other equipment, such as passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems and GPS systems.
- May collect fares, sell passes, handle money and/or issue transfers. May be required to carry cash.
- Provides excellent customer service including verbal and written information to the public regarding routes, schedules, transfer points, and events; communicates, assists, and interacts with individuals of various backgrounds and abilities in a professional and friendly manner.
- Conducts thorough vehicle inspections on a daily basis in order to ensure safe transportation practices and compliance with county, state and federal requirements.
- Immediately and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Keeps vehicles cleaned, fueled and ready for service at all times while on shift. During Maintenance and Project Assignments, conducts thorough washing, cleaning, and detailing of transit vehicles.
- Maintains professional communication with the Transit Customer Care Center. Informs dispatch of passenger pick-up and drop-off locations that require lift assisted transportation.
- Assists individuals with physical or mental limitations for the purpose of providing access to public transportation and ensuring passenger safety; secures mobility devices, walkers, oxygen tanks, and other equipment to ensure safety and comfort.
- Provides written and verbal reports on a regular basis, such as manifest reports, incident reports, accident reports, defect reports, mileage reports, route changing notifications, passenger count sheets, passenger exchanges, road conditions, detours, and equipment failure notifications.
- Attends staff meetings and various trainings during and outside of normal work hours.

- May assist Traffic Operations during times of emergencies or when there is a shortage of staff due to unforeseen events.
- Responds to emergency situations involving passengers, the public, or transit vehicles for the purpose of maintaining public safety during incidents, evacuations or other emergency situations.
- Assists as needed during emergency activities and evacuations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs maintenance, projects, and other duties as required.

Additional Essential Duties and Responsibilities for Transit Operator II:

- Assists the Transit Operator III with reports, incidents and concerns during Operator's shift.
- May perform customer service and/or dispatch duties as assigned during off-peak hours and times of emergencies or when there is a shortage of staff.
- Monitors supply room and ensures that it is adequately stocked.
- Monitors buses and ensures that they are supplied with necessary materials.
- Monitors securement devices on transit fleet and ensures that they are functional and/or replaced.
- May provide guidance or training to Transit Operator I.

Additional Essential Duties and Responsibilities for Transit Operator III:

- Monitors on-time staff and transit arrivals, addresses incidents, issues, and concerns during operating hours.
- Serves as Transit Operator Lead worker. Plans and schedules work assignments, materials, and equipment for projects, maintenance, and special events.
- Logs activities of the shift, and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Inventories supplies for operators to perform pre- and post-trip inspections and clean buses; ensures all emergency equipment is functioning and up to date.
- May function as the acting Transit Operations Supervisor in the absence of the Supervisor, including emergency situations.
- Conducts various coaching including but not limited to Behind-the-Wheel Coaching; On-Board Route Coaching; Vehicle Orientation Coaching; Coaching For Mobility Device, Boarding and Securement Equipment.
- Provides assistance to internal and external event staff.
- Assists with route timing and suggests route improvements as needed.
- Provides guidance and training to Transit Operator I and II.

Minimum Qualifications:

- High School Diploma or GED.
- One year of customer service experience.
- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.

- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

Additional Qualifications for Transit Operator II:

- Three years' experience as a transit, shuttle or bus operator.
- Must possess or have ability to obtain within six months of employment, and must maintain FTA approved Vehicle Operations, Managing Emergencies, and Customer Relations certifications.

Additional Qualifications for Transit Operator III:

- Additional two years' experience as a transit, shuttle, or bus operator.
- Must possess or have ability to obtain within six months of employment and must maintain FTA approved Para Transit Operator's Certification, or approved equivalent.

Preferred Qualifications for Transit Operator II:

- Two years of customer service experience across all years of job related experience.

Additional Preferred Qualifications for Transit Operator III:

- Experience in a lead capacity or supervisory across all years of job related experience.

Knowledge, Skills, and Abilities:

- Knowledge of transportation related hazards and safety precautions.
- Knowledge of or ability to learn applicable Federal, State, County and Local laws, regulations, and requirements related to transit operations.
- Knowledge of basic vehicle inspections and maintenance, including tire pressure, oil checks and fluid levels.
- Knowledge of recordkeeping principles.
- Knowledge of traffic laws, ordinances, and regulations involved in motor vehicle operation and passenger transportation responsibilities.
- Knowledge and abilities in customer service practices and techniques.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to safely and efficiently operate a variety of mass transit vehicles, standard vehicle equipment, passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems, GPS systems and other transit related equipment.
- Ability to assist patrons with physical and mental disabilities.
- Ability to establish and maintain an effective working relationship with the public, other departments, and county employees.
- Ability to effectively navigate routes and accurately meet time schedules as traffic and weather conditions allow.
- Ability to learn the geography of Los Alamos County, the locations of important buildings, and the street system.

Additional Knowledge, Skills, and Abilities for Transit Operator II:

- Skill in record maintenance.
- Ability to create, compose and edit written materials.

Additional Knowledge, Skills, and Abilities for Transit Operator III:

- Skill in providing coaching and training.
- Skills using independent judgment in problem solving of complex operating issues.
- Ability to gather and analyze statistical data and generate reports.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit up to 10 hours per day; use sense of smell; have manual and finger dexterity; stoop, talk, see and hear. The employee is occasionally required to stand. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. Employee must regularly move and/or lift up to 25 pounds. Employee must occasionally move and/or lift up to 50 pounds.

Work Environment:

Work is generally performed in vehicle and an outdoors setting with a high noise level. Exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks, and requires following basic safety precautions. Travel, Training, Meetings, Events; on-site response to emergency situations; and evening, holiday, and weekend work will be required and may be on short notice. This position must respond when called out during an emergency situation.

This position is covered under the Federal Transit Administration's guidelines for drug and alcohol testing and the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Drivers License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: MM/DD/YYYY Revised: 11/05/12



LOS ALAMOS COUNTY
NEW HIRE CHECKLIST
REGULAR AND LIMITED TERM EMPLOYEES

Name: Joseph Dimas

Department: PN Transit

Employee #: [REDACTED]

Hire Date: 7/21/2014

- ☐ Signed Offer Letter
- ☐ Signed Job Description
- ☐ Rule 412f (Limited Term Employees Only)
- ☐ Post-Hire Questionnaire
- ☐ New Hire Reporting Form
- ☐ EEO Information Form
- ☐ Purchasing Division Notification Form
- ☐ I-9 Form Date I-9 form completed: _____
- ☐ W-4 Form
- ☐ Direct Deposit Slip
- ☐ Vet-100 Form
- ☐ Governmental Conduct
- ☐ IT Policy Acknowledgment

- ☐ IT Policy
- ☐ Holiday/Payroll Calendar
- ☐ Los Alamos County Organizational Chart
- ☐ Wellness Benefits
- ☐ Inspection of Public Records Notice
- ☐ County of Los Alamos Affirmative Action Reaffirmation
- ☐ County Code ~ Conflict of Interest/Gift
- ☐ HIPAA Policy
- ☐ HR Release Slip

Items to be covered in the benefits orientation:

- ☐ Training and Tuition Policy
- ☐ Employee Benefits and Pension
- ☐ Social Security SSA-1945 Form

I hereby certify that the information on this new hire checklist was provided to me during my new-hire orientation and that I fully understand the information.

[Signature]
Employee Signature

07/21/2014
Date

Human Resources Representative

Date

EMPLOYER COPY

Rev.07-13



COUNTY OF LOS ALAMOS
1000 Central Avenue
Suite 230
LOS ALAMOS, NM 87544
(505) 662-8040
FAX (505) 662-8000
JOBLINE (505) 662-8039
Web site www.losalamosnm.us
Email: jobs@lacnm.us

For Use by Human Resources

Qual me
Not Qual _____
Exper _____ Educ _____
Other _____

APR 15 4:37

**PLEASE READ THESE
INSTRUCTIONS BEFORE
COMPLETING THIS APPLICATION**

**RESUMES ARE NOT USED TO
QUALIFY**

**INCOMPLETE APPLICATIONS WILL
NOT BE ACCEPTED**

Submit a separate application for each position for which you are applying.

An original signature is required for each application submitted.

Read the recruitment announcement carefully for the position for which you are applying. Be sure you state how you meet the minimum qualifications set forth in the announcement.

Your completed application is the primary source used in the interview and selection process.

- Type or print clearly in dark ink.
- If you need more space for an answer, use a sheet of paper the same size as this page.
- Note the skills and knowledge required.
- Complete each experience block describing your work, military or volunteer experience. List relevant certifications.
- Your ability to qualify for a position will depend on your description of previous experience and its relevance to the position you are seeking.

The Selection Process

Upon the close of the recruitment period, Human Resources Division will review all applications received to ascertain if each applicant meets the minimum qualifications for the position. The qualified applications are then delivered to the selecting official(s) for selection of interviewees.

If you are selected for an interview, you will be contacted by phone. After all interviews have taken place and an applicant has been offered and has accepted the position, applicants will be contacted by letter and informed that the position has been filled.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, please notify the Human Resources Division at (505) 662-8040 at the time of application.

APPLICATION FOR EMPLOYMENT

The County of Los Alamos is An Equal Opportunity Employer

DATE OF APPLICATION 4/15/14 Announcement No. 14-44

Position Applied For Transit Operator I

PERSONAL INFORMATION

Name Dimas Joseph John

Address

Telephone

Have you ever used a different name for school or employment? Yes ☒ No ☐

If yes, what name(s)? Joe

Does Los Alamos County employ any relative of yours? Yes ☐ No ☒
If yes, state whom and the relationship:

Have you ever been employed by Los Alamos County? Yes ☐ No ☒
If yes, give date separated or state "present employee".

Are you retired under the New Mexico Public Employee Retirement Association (PERA)? Yes ☐ No ☒

If yes, please give date of retirement: _____

Are you 16 years of age or older? Yes ☒ No ☐

Are you prevented from lawfully becoming employed in this country? Yes ☐ No ☒

(Proof of citizenship or immigration status will be required upon employment.)

Do you possess a valid Driver's License? Yes ☒ No ☐

State N.M. Type _____

On what date would you be available for work? A.S.A.P.

Are you available to work: ☒ Full-time ☐ Part-time ☐ Shift Work
☐ Temporary ☐ Casual (Check all that apply)

EDUCATION Name: Joseph Dimas Position Applied for: Transit Operator I

<input checked="" type="checkbox"/> YES High School Graduate / GED Certificate?																									
<input type="checkbox"/> NO If no, indicate grade completed _____																									
<input type="checkbox"/> Vocational / Technical / Business School																									
Name: _____ Credits Completed _____																									
<table border="1"><thead><tr><th>UNDERGRADUATE</th><th>GRADUATE</th></tr></thead><tbody><tr><td>School(s)</td><td>School(s)</td></tr><tr><td>Major Field(s)</td><td>Major Field(s)</td></tr><tr><td>Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/></td><td>Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/></td></tr><tr><td>Degree(s) Received:</td><td>Degree(s) Received:</td></tr><tr><td colspan="2">1. License/Certificate issued by:</td></tr><tr><td>Field/Trade/Specialization</td><td>License/Certification Number</td><td>Issue Date</td><td>Expiration Date</td></tr><tr><td colspan="4">2. License/Certificate issued by:</td></tr><tr><td>Field/Trade/Specialization</td><td>License/Certification Number</td><td>Issue Date</td><td>Expiration Date</td></tr></tbody></table>		UNDERGRADUATE	GRADUATE	School(s)	School(s)	Major Field(s)	Major Field(s)	Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/>	Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/>	Degree(s) Received:	Degree(s) Received:	1. License/Certificate issued by:		Field/Trade/Specialization	License/Certification Number	Issue Date	Expiration Date	2. License/Certificate issued by:				Field/Trade/Specialization	License/Certification Number	Issue Date	Expiration Date
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Major Field(s)	Major Field(s)																								
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2. License/Certificate issued by:																									
Field/Trade/Specialization	License/Certification Number	Issue Date	Expiration Date																						

State any additional information you feel may be helpful to us in considering your application (not to be substituted for employment history).

--

POLICE/ DETENTION OR FIRE APPLICANTS ONLY

FIRE: Are you age 18 or over? Yes ☒ No ☐
POLICE/DETENTION: Are you age 21 or over? Yes ☒ No ☐
Are you a U.S. Citizen? Yes ☒ No ☐
Are you willing to submit to a full background investigation and FBI fingerprint check? Yes ☒ No ☐

Have you ever been granted a United States government security clearance? Yes ☐ No ☒
If yes, give type, name of employer, and date clearance was last active:

--

Have you ever had a security clearance suspended, denied, or revoked? Yes ☐ No ☒
If yes, give name of employer, date, and explain the circumstances. (Attach separate sheet if necessary)

--

REFERENCES Name: Joseph Dimas Position Applied for: Transit Operator I

You must list three professional references we may contact who are able to evaluate your job related knowledge and abilities. Please include at least one supervisor (past or present) whom we may contact.

Name
Title
Company
Phone

EMPLOYMENT HISTORY

Please complete each section entirely. List all work experience, paid or unpaid, including military experience or volunteer jobs. A resume shall not be substituted.

LIST PRESENT OR LAST EMPLOYER FIRST.

1	Employer <u>Gils Rental</u>	Type of Business <u>Rental</u>	Job Title <u>Mechanic</u>
Employer Address <u>1900 N. Riverside Dr.</u>		Telephone No. <u>(505) 753-2833</u>	
Dates: (Mo/Dy/Yr) From <u>02/09</u> To <u>02/14</u>		Supervisor Name/Title <u>Victor Archuleta</u>	Pay: Starting <u>\$8.50</u> Final <u>\$10.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>was not happy</u>	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: <u>40</u>	
Duties/Responsibilities: <u>Mechanic work, maintenance heavy equipment.</u> <u>Dealing with customers, loading equipment.</u> <u>Servicing utility trucks and trailers.</u> <u>Experienced welder.</u>			
Do not write in this area YRS: <u>5</u> MO: <u>1</u>			

EMPLOYMENT (Continued) Name: Joseph Dimes Position Applied for: Transit Operator I

2	Employer <u>Wayne Archuleta</u>	Type of Business <u>Construction</u>	Job Title <u>Construction</u>
Employer Address		Telephone No. <u>(505) 579-4139</u>	
Dates: (Mo/Dy/Yr) From <u>06/06/05</u> To <u>01/10/09</u>		Supervisor Name/Title <u>Wayne Archuleta</u>	Pay: Starting <u>\$10.00</u> Final <u>\$12.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>Lack of work</u>	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: <u>40+</u>	
Duties/Responsibilities: <u>Roofing</u> <u>Carpentry</u> <u>Handy man</u>			
Do not write in this area YRS: MO:			

3	Employer	Type of Business	Job Title
Employer Address		Telephone No. ()	
Dates: (Mo/Dy/Yr) From To		Supervisor Name/Title	Pay: Starting Final
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week:	
Duties/Responsibilities:			
Do not write in this area YRS: MO:			

EMPLOYMENT

(Continued) Name:

Joseph Dams

Position Applied for:

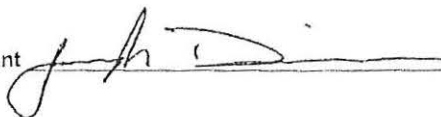
Transit Operator I

6	Employer	Type of Business	Job Title	
Employer Address		Telephone No. ()		
Dates: (Mo/Dy/Yr) From To		Supervisor Name/Title	Pay: Starting	Final
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving		
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours per week:	
Duties/Responsibilities:				
Do not write in this area YRS: MO:				

For additional experience blocks, please use continuation sheet available from the Human Resources Division.

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Los Alamos County to investigate the information contained herein and contact those current and previous employers I have approved. I release all references, current and previous employers and schools from damages resulting from furnishing such information. I understand that this application shall become a public record upon receipt and, therefore, shall be available for public inspection. I understand that if hired, Los Alamos County will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Signature of Applicant






Date

4/3/14

R T C

(LT)

EMPLOYER USE ONLY

Job Title	<u>Transit Operator I - Lim. Term</u>	Grade	<u>14</u>	Salary	<u>15.43</u>	Start Date	<u>7/7/14</u>
Dept. Director Approval		Date	<u>6-25-14</u>	Min Q1	<u>13.99</u>		
H.R. Manager Approval		Date	<u>7-2-14</u>	Min Q2	<u>15.74</u>		
CAO/Util. Mgr. Approval		Date	<u>7/2/14</u>	Min Q3	<u>17.48</u>		
Offer Accepted	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			Min Q4	<u>19.23</u>		
Pre-employment Test (s)	(if applicable)						



Los Alamos County FY 2017 Annual Increase Summary

Employee: Dimas, Joseph
Title: Transit Operator I
Department: PW-TRANSIT

This form provides information about your annual increase for FY 2017. Your new hourly pay rate will be effective on July 3, 2016 (the start of the first full pay period in FY 2017) and will be reflected in your July 21st paycheck.

		Minimum of Grade	Maximum of Grade
Current Pay Grade	114	14.47	21.15
New Pay Grade	114	14.65	21.60

PAY RATE INFORMATION			
Current Step	9	Current Hourly Rate	15.63
COST OF LIVING - approximate placement increase per hour		.24	
PERFORMANCE INCREASE – approximate annual increase per hour		.16	
New step, new hourly rate and total increase percentage		Step 10	\$16.02 2.54%

Note: The adjustments and totals may include small rounding adjustments.

cc: Personnel File



LOS ALAMOS COUNTY

ENTERED
12/21/15 ml

HR-15DEC21-AM10:43

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME		FIRST NAME		MI	SSN	EFFECTIVE DATE
	Dimas		Joseph				12/21/16
NEW HIRE SECTION TO BE COMPLETED BY HUMAN RESOURCES							
NEW HIRE	JOB TITLE			CLASS CODE	SCHEDULED WORK HOURS <input type="checkbox"/> 40 <input type="checkbox"/> 30 <input type="checkbox"/> 20 <input type="checkbox"/> CASUAL		HIRE DATE
	JOB CATEGORY <input type="checkbox"/> REG <input type="checkbox"/> TEMP <input type="checkbox"/> CAS <input type="checkbox"/> LT <input type="checkbox"/> NE <input type="checkbox"/> EX		FLSA	DEPT/DIV		LOCATION	ADJUSTED SERVICE DATE
	SUPERVISOR Hen Smithson			SALARY \$ /HR \$ /YR		GRADE/STEP /	
	ADDRESS			PHONE NUMBERS		HOME	CELL OTHER
	BIRTH DATE	MARITAL STATUS <input type="checkbox"/> S <input type="checkbox"/> M	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	W-4	EEO	CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO	VETERAN <input type="checkbox"/> YES <input type="checkbox"/> NO
EMERGENCY CONTACT			PHONE NUMBERS		HOME	CELL OTHER	

STATUS CHANGE	FROM		TO		FROM		TO	
	SALARY	\$ PER HOUR PER YEAR	\$ PER HOUR PER YEAR	DEPARTMENT & DIVISION				
	SALARY ADJUST (ENTER NEW RATES)	\$ PER HOUR PER YEAR	\$ PER HOUR PER YEAR	SUPERVISOR	NAME		NAME	
	ADJUSTMENT DUE TO	EQUITY EDUCATION ADDL DUTIES OTHER					EMP #	
	CLASS CODE			SHIFT CHANGE				
	JOB TITLE			SCHEDULED HOURS	<input type="checkbox"/> 40 HOURS/WEEK <input type="checkbox"/> OTHER (SPECIFY)		<input type="checkbox"/> 40 HOURS/WEEK <input type="checkbox"/> OTHER (SPECIFY)	
	GRADE/STEP	/	/	FLSA	<input type="checkbox"/> EX <input type="checkbox"/> NE		<input type="checkbox"/> EX <input type="checkbox"/> NE	
	CATEGORY	<input type="checkbox"/> REG <input type="checkbox"/> LT <input type="checkbox"/> TEMP <input type="checkbox"/> CAS	<input type="checkbox"/> REG <input type="checkbox"/> LT <input type="checkbox"/> TEMP <input type="checkbox"/> CAS	LEAVE OF ABSENCE				
	ADJUSTED SERVICE DATE			SUSPENSION				
	INCENTIVE (INCLUDES ACTING PAY)	TYPE AMOUNT	TYPE AMOUNT	TERMINATION	TERM DATE		LAST DATE WORKED	
	TYPE AMOUNT	TYPE AMOUNT	TERMINATION TYPE	<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> RETIREMENT		<input type="checkbox"/> END OF TEMP SERVICE <input type="checkbox"/> INVOLUNTARY		

REMARKS

In Self Service, please change the "Supervised By" from Jonathan Henley, Lead Transit Operator, to Charles Flowers, Transit Supervisor, for the purpose of viewing leave balances and approving leave requests. Thank you.

67102-01 8464

APPROVALS

REQUESTED BY	DATE 12/21/16	HR MGR	DATE
	EMPLOYEE #	Ed McQuinn	12/23/15
DEPT DIRECTOR APPROVAL	DATE	COUNTY MGR OR UTILITIES MGR APPROVAL	DATE
	EMPLOYEE #		

HR USE ONLY	CURRENT	ENTERED	<input checked="" type="checkbox"/>
	MIN GRADE	VERIFIED	<input checked="" type="checkbox"/>
	5%	PAYROLL	



LOS ALAMOS COUNTY

ENTERED 10/28/15

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME Dimas	FIRST Joseph	M.I. J	S.S. #	EFFECTIVE DATE 10/25/15
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TO BE COMPLETED BY HUMAN RESOURCES

SALARY \$15.62/32,489.60	<input checked="" type="checkbox"/> Hr. <input type="checkbox"/> DIFF. %	JOB CATEGORY <input checked="" type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input type="checkbox"/> Lt. <input type="checkbox"/> Stud.	HIRE DATE 3/30/15
OCC CODE 6713R09	JOB TITLE Transit Operator	FLSA NE	GRADE 114/09
SHIFT	SCHEDULED HOURS <input checked="" type="checkbox"/> 40 HR. <input type="checkbox"/> Other: _____	GROUP CODE	DEPT. NO. PW
			DIV. NO. Transit
			LOCATION
			SUPERVISOR Jonathan Henley 6711R-02

EMPLOYEE DATA

ADDRESS						
PHONE NO.	M. STATUS	SEX	W-2	EEO	CITIZEN	VETERAN
EMERGENCY CONTACT		HOME: WORK:				

EDUCATION

DEGREE YR.	LEVEL	SUBJECT	SCHOOL
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS / DEDUCTIONS

BIRTH DATE	MED PLAN	VOL. STD. AMT.
DENTAL	VSP	BASIC LIFE
		DEP. LIFE

BENEFITS

SPL: DED / AMT (LIFE OR AD&D)	EFFECTIVE DATE
457/LAC/PERA	EFFECTIVE DATE

FROM

TO

<input type="checkbox"/> Salary	\$	<input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$	<input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	INCR. %
	MERIT \$	EQUITY \$	PROMOTION \$	NEXT REVIEW DATE	
<input type="checkbox"/> Perf. Rating					
<input type="checkbox"/> Job Code / Grade	6713L-01		6713R-09		
<input type="checkbox"/> Job Title					
<input type="checkbox"/> Shift					
<input type="checkbox"/> Pay Diff.	%	REASON		%	REASON
<input checked="" type="checkbox"/> Category	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud			
	TYPE	AMOUNT	TYPE	AMOUNT	
<input type="checkbox"/> Incentive	TYPE	AMOUNT	TYPE	AMOUNT	
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			

FROM

TO

<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____
<input type="checkbox"/> Adjusted Serv. Date		
<input type="checkbox"/> Benefits	MED PLN	VOL. STD. AMT.
	SPL: DED / AMT	SPL: DED / AMT
<input type="checkbox"/> Department	GROUP CODE	DEPT. NO. DIV. NO.
	SUPERVISOR	SUPERVISOR
<input type="checkbox"/> Leave of Absence	DATE	DATE
	TYPE	
<input type="checkbox"/> Suspension	DATE	DATE
	REASON	
<input type="checkbox"/> Termination	TERMINATION DATE	LAST DAY WORKED

REMARKS Promotion LT-Reg PR# 16-43

APPROVALS

REQUESTED BY G. S. 15	DATE 10/20/15	HUMAN RESOURCES DIRECTOR [Signature]	DATE 10/20/15
APPROVAL DEPT. DIRECTOR	DATE	APPROVAL CAO	DATE



Los Alamos County FY 2016 Annual Increase Summary

Employee: Dimas, Joseph
Title: Transit Operator I
Department: PW-TRANSIT

This form provides information about your annual increase for FY 2016. Your new hourly pay rate will be effective on July 5, 2015 (the start of the first full pay period in FY 2016) and will be reflected in your July 23rd paycheck.

		Minimum of Grade	Maximum of Grade
Current Pay Grade	14	\$29,093	\$43,640
New Pay Grade	114	\$30,100	\$44,000

PAY RATE INFORMATION			
Current Hourly Rate			\$15.49
Placement Step	Step 9	Approximate Placement Increase (Per Hour)	\$.14
New Hourly Rate & Total Increase Percentage			\$15.63 0.87%

Note: The adjustments and totals may include small rounding adjustments.

cc: Personnel File



LOS ALAMOS COUNTY

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME <i>DIMAS</i>	FIRST <i>JOSEPH</i>	M.I.	S.S. #	EFFECTIVE DATE <i>6-22-15</i>
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TO BE COMPLETED BY HUMAN RESOURCES

SALARY \$	<input type="checkbox"/> Hr. DIFF. %	JOB CATEGORY <input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input type="checkbox"/> Lt. <input type="checkbox"/> Stud.	HIRE DATE			
OCC CODE	JOB TITLE	FLSA	GRADE	WORK COMP.	ADJUSTED SERVICE DATE	
SHIFT	SCHEDULED HOURS <input type="checkbox"/> 40 HR. <input type="checkbox"/> Other: _____	GROUP CODE	DEPT. NO.	DIV. NO.	LOCATION	SUPERVISOR <i>J. Henley</i>

EMPLOYEE DATA

ADDRESS							
PHONE NO.	M. STATUS	SEX	W-2	EEO	CITIZEN	VETERAN	
EMERGENCY CONTACT				HOME: _____ WORK: _____			

EDUCATION

DEGREE YR.	LEVEL	SUBJECT	SCHOOL
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS / DEDUCTIONS

BIRTH DATE	MED PLAN	VOL. STD. AMT.	
DENTAL	VSP	BASIC LIFE	DEP. LIFE

BENEFITS

SPL: DED / AMT (LIFE OR AD&D)	EFFECTIVE DATE
457/LAC/PERA	EFFECTIVE DATE

FROM TO

<input type="checkbox"/> Salary	\$	<input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$	<input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	INCR. %
	MERIT \$	EQUITY \$	PROMOTION \$	NEXT REVIEW DATE	
<input type="checkbox"/> Perf. Rating					
<input type="checkbox"/> Job Code / Grade					
<input type="checkbox"/> Job Title					
<input type="checkbox"/> Shift					
<input type="checkbox"/> Pay Diff.	%	REASON	%	REASON	
<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud			
<input type="checkbox"/> Incentive	TYPE	AMOUNT	TYPE	AMOUNT	
	TYPE	AMOUNT	TYPE	AMOUNT	
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			

FROM TO

<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt				
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____				
<input type="checkbox"/> Adjusted Serv. Date						
<input type="checkbox"/> Benefits	MED PLN	VOL. STD. AMT.	MED PLN	VOL. STD. AMT.		
	SPL: DED / AMT		SPL: DED / AMT			
<input checked="" type="checkbox"/> Department	GROUP CODE	DEPT. NO.	DIV. NO.	GROUP CODE	DEPT. NO.	DIV. NO.
	SUPERVISOR <i>J. Henley</i>			SUPERVISOR		
<input type="checkbox"/> Leave of Absence	DATE	TYPE		DATE		
<input type="checkbox"/> Suspension	DATE	REASON		DATE		
<input type="checkbox"/> Termination	TERMINATION DATE			LAST DAY WORKED		

REMARKS *PLACE MR. DIMAS UNDER JONATHAN HENLEY, ACTING TRANSIT SUPERVISOR, IN THE eP SYSTEM, SO THE LATTER CAN REVIEW/APPROVE REQUESTS.*

APPROVALS

REQUESTED BY <i>[Signature]</i>	DATE <i>6-22-15</i>	HUMAN RESOURCES DIRECTOR <i>[Signature]</i>	DATE <i>6/23/15</i>
APPROVAL DEPT. DIRECTOR <i>[Signature]</i>	DATE <i>6-23-15</i>	APPROVAL CAO <i>[Signature]</i>	DATE <i>6/23/15</i>

White = OPF Green = Dept. Pink = Employee Yellow = Payroll



LOS ALAMOS COUNTY

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME DIMAS	FIRST JOSEPH	M.I.	S.S. #	EFFECTIVE DATE 5/24/15
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NEW
HIRE

STATUS
CHANGE

TO BE COMPLETED BY HUMAN RESOURCES																																																																																				
SALARY \$		<input type="checkbox"/> Hr.	DIFF.	%	JOB CATEGORY <input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input type="checkbox"/> Lt. <input type="checkbox"/> Stud.				HIRE DATE																																																																											
OCC CODE		JOB TITLE			FLSA		GRADE	WORK COMP.	ADJUSTED SERVICE DATE																																																																											
SHIFT		SCHEDULED HOURS <input type="checkbox"/> 40 HR. <input type="checkbox"/> Other: _____		GROUP CODE	DEPT. NO. PW	DIV. NO. TRNS	LOCATION	SUPERVISOR K. Rosenbaum																																																																												
EMPLOYEE DATA					EDUCATION																																																																															
ADDRESS					DEGREE YR.		LEVEL	SUBJECT	SCHOOL																																																																											
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EMERGENCY CONTACT			HOME:		PROBATION																																																																															
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BENEFITS / DEDUCTIONS					BENEFITS																																																																															
BIRTH DATE		MED PLAN		VOL. STD. AMT.		SPL: DED / AMT (LIFE OR AD&D)			EFFECTIVE DATE																																																																											
DENTAL		VSP	BASIC LIFE		DEP. LIFE		457/LAC/PERA			EFFECTIVE DATE																																																																										
<table border="1"><thead><tr><th></th><th>FROM</th><th>TO</th></tr></thead><tbody><tr><td><input type="checkbox"/> Salary</td><td>\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.</td><td>\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk. INCR. %</td></tr><tr><td></td><td>MERIT \$</td><td>EQUITY \$ PROMOTION \$ NEXT REVIEW DATE</td></tr><tr><td><input type="checkbox"/> Perf. Rating</td><td colspan="2"></td></tr><tr><td><input type="checkbox"/> Job Code /Grade</td><td colspan="2"></td></tr><tr><td><input type="checkbox"/> Job Title</td><td colspan="2"></td></tr><tr><td><input type="checkbox"/> Shift</td><td colspan="2"></td></tr><tr><td><input type="checkbox"/> Pay Diff.</td><td>% REASON</td><td>% REASON</td></tr><tr><td><input type="checkbox"/> Category</td><td><input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud</td><td><input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud</td></tr><tr><td><input type="checkbox"/> Incentive</td><td>TYPE AMOUNT</td><td>TYPE AMOUNT</td></tr><tr><td></td><td>TYPE AMOUNT</td><td>TYPE AMOUNT</td></tr><tr><td><input type="checkbox"/> Union</td><td><input type="checkbox"/> YES <input type="checkbox"/> NO</td><td><input type="checkbox"/> YES <input type="checkbox"/> NO</td></tr></tbody></table>						FROM	TO	<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk. INCR. %		MERIT \$	EQUITY \$ PROMOTION \$ NEXT REVIEW DATE	<input type="checkbox"/> Perf. Rating			<input type="checkbox"/> Job Code /Grade			<input type="checkbox"/> Job Title			<input type="checkbox"/> Shift			<input type="checkbox"/> Pay Diff.	% REASON	% REASON	<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Incentive	TYPE AMOUNT	TYPE AMOUNT		TYPE AMOUNT	TYPE AMOUNT	<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<table border="1"><thead><tr><th></th><th>FROM</th><th>TO</th></tr></thead><tbody><tr><td><input type="checkbox"/> FLSA</td><td><input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</td><td><input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</td></tr><tr><td><input type="checkbox"/> Sched. Hours</td><td><input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____</td><td><input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____</td></tr><tr><td><input type="checkbox"/> Adjusted Serv. Date</td><td colspan="2"></td></tr><tr><td><input type="checkbox"/> Benefits</td><td>MED PLN VOL. STD. AMT.</td><td>MED PLN VOL. STD. AMT.</td></tr><tr><td></td><td>SPL: DED / AMT</td><td>SPL: DED / AMT</td></tr><tr><td><input type="checkbox"/> Department</td><td>GROUP CODE DEPT. NO. DIV. NO.</td><td>GROUP CODE DEPT. NO. DIV. NO.</td></tr><tr><td></td><td>SUPERVISOR</td><td>SUPERVISOR</td></tr><tr><td><input type="checkbox"/> Leave of Absence</td><td>DATE</td><td>DATE</td></tr><tr><td></td><td>TYPE</td><td></td></tr><tr><td><input type="checkbox"/> Suspension</td><td>DATE</td><td>DATE</td></tr><tr><td></td><td>REASON</td><td></td></tr><tr><td><input type="checkbox"/> Termination</td><td>TERMINATION DATE</td><td>LAST DAY WORKED</td></tr></tbody></table>						FROM	TO	<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> Adjusted Serv. Date			<input type="checkbox"/> Benefits	MED PLN VOL. STD. AMT.	MED PLN VOL. STD. AMT.		SPL: DED / AMT	SPL: DED / AMT	<input type="checkbox"/> Department	GROUP CODE DEPT. NO. DIV. NO.	GROUP CODE DEPT. NO. DIV. NO.		SUPERVISOR	SUPERVISOR	<input type="checkbox"/> Leave of Absence	DATE	DATE		TYPE		<input type="checkbox"/> Suspension	DATE	DATE		REASON		<input type="checkbox"/> Termination	TERMINATION DATE	LAST DAY WORKED
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<input type="checkbox"/> Termination	TERMINATION DATE	LAST DAY WORKED																																																																																		

REMARKS SUPERVISOR REPORTING STRUCTURE CHANGE FROM FRANCINE SUARO, MANAGEMENT ANALYST () TO KEITH ROSENBAUM, OPERATIONS SUPERVISOR () 6710R-01

APPROVALS			
REQUESTED BY <i>[Signature]</i>	DATE 6-3-15	HUMAN RESOURCES DIRECTOR <i>[Signature]</i>	DATE 6/3/15
APPROVAL DEPT. DIRECTOR <i>[Signature]</i>	DATE 6-3-15	APPROVAL CAO <i>[Signature]</i>	DATE 6/3/15

White = OPF Canary = Dept. Pink = Employee

CHANGES WORK LOCATION FROM TRAFFIC TO PCS BUDG 1



LOS ALAMOS COUNTY

PERSONNEL ACTION NOTICE

me 3/31/15

EMPLOYEE #	LAST NAME	FIRST	M.I.	S.S. #	EFFECTIVE DATE
	DIMAS	Joseph	J		3-30-15

TO BE COMPLETED BY HUMAN RESOURCES

SALARY \$ 1549 ⁰⁰	<input checked="" type="checkbox"/> Hr. <input type="checkbox"/> DIFF. %	JOB CATEGORY	<input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input checked="" type="checkbox"/> Lt. <input type="checkbox"/> Stud.	HIRE DATE
OCC. CODE 6713	JOB TITLE Transit Operator I	FLSA NE	GRADE 14	WORK COMP. 50077380
SHIFT	SCHEDULED HOURS <input type="checkbox"/> 40 HR. <input type="checkbox"/> Other: 8	GROUP CODE 8	DEPT. NO. PW	DIV. NO. Transit
LOCATION			SUPERVISOR Fran Suazo	

NEW HIRE

EMPLOYEE DATA

[Redacted]			
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EDUCATION

DEGREE YR.	LEVEL	SUBJECT	SCHOOL
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS / DEDUCTIONS

BIRTH DATE 1986	MED PLAN	VOL. STD. AMT.
DENTAL	VSP	BASIC LIFE
		DEP. LIFE

BENEFITS

SPL: DED / AMT (LIFE OR AD&D)	EFFECTIVE DATE
457/LAC/PERA	EFFECTIVE DATE

STATUS CHANGE

	FROM	TO
<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk. INCR. %
	MERIT \$	EQUITY \$ PROMOTION \$ NEXT REVIEW DATE
<input type="checkbox"/> Perf. Rating		
<input type="checkbox"/> Job Code / Grade		
<input type="checkbox"/> Job Title		
<input type="checkbox"/> Shift		
<input type="checkbox"/> Pay Diff. %	REASON	REASON
<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud
<input type="checkbox"/> Incentive	TYPE AMOUNT	TYPE AMOUNT
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

	FROM	TO
<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other
<input type="checkbox"/> Adjusted Serv. Date		
<input type="checkbox"/> Benefits	MED PLN VOL. STD. AMT.	MED PLN VOL. STD. AMT.
	SPL: DED / AMT	SPL: DED / AMT
<input type="checkbox"/> Department	GROUP CODE DEPT. NO. DIV. NO.	GROUP CODE DEPT. NO. DIV. NO.
	SUPERVISOR	SUPERVISOR
<input type="checkbox"/> Leave of Absence	DATE	DATE
	TYPE	
<input type="checkbox"/> Suspension	DATE	DATE
	REASON	
<input type="checkbox"/> Termination	TERMINATION DATE	LAST DAY WORKED

REMARKS
New hire/rehire # 15-69

APPROVALS

REQUESTED BY [Signature]	DATE 3/30/15	HUMAN RESOURCES DIRECTOR [Signature]	DATE 04/07/15
APPROVAL DEPT. DIRECTOR	DATE	APPROVAL CAO	DATE



LOS ALAMOS COUNTY

1/20/14

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME	FIRST	M.I.	SSN	EFFECTIVE DATE
	Dimas	Joseph	S.		7/21/2014

TO BE COMPLETED BY HUMAN RESOURCES

SALARY	<input checked="" type="checkbox"/> Hr.	DIFF.	%	JOB CATEGORY	<input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input checked="" type="checkbox"/> Lt. <input type="checkbox"/> Stud.	HIRE DATE
\$15.43						7/21/2014
OCC CODE	JOB TITLE	FLSA	GRADE	WORK COMP.	ADJUSTED SERVICE DATE	
6713	Transit Operator I	NE	14	500-7360		
SHIFT	SCHEDULED HOURS	GROUP CODE	DEPT. NO.	DIV. NO.	LOCATION	SUPERVISOR
	<input type="checkbox"/> 40 HR. <input type="checkbox"/> Other:	8	PN	transit		

EMPLOYEE DATA

EDUCATION

BIRTH DATE		MED PLAN	VOL. STD. AMT.
1986			
DENTAL	VSP	BASIC LIFE	DEP. LIFE

DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS / DEDUCTIONS

BENEFITS

BIRTH DATE	MED PLAN	VOL. STD. AMT.	
1986			
DENTAL	VSP	BASIC LIFE	DEP. LIFE

SPL: DED / AMT (LIFE OR AD&D)	EFFECTIVE DATE
457/LAC/PERA	

NEW HIRE

STATUS CHANGE

	FROM	TO
<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk. INCR. %
	MERIT \$	EQUITY \$ PROMOTION \$ NEXT REVIEW DATE
<input type="checkbox"/> Perf. Rating		
<input type="checkbox"/> Job Code / Grade		
<input type="checkbox"/> Job Title		
<input type="checkbox"/> Shift		
<input type="checkbox"/> Pay Diff.	%	REASON % REASON
<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud
<input type="checkbox"/> Incentive	TYPE AMOUNT	TYPE AMOUNT
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

	FROM	TO
<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other
<input type="checkbox"/> Adjusted Serv. Date		
<input type="checkbox"/> Benefits	MED PLN VOL. STD. AMT.	MED PLN VOL. STD. AMT.
	SPL: DED / AMT	SPL: DED / AMT
<input type="checkbox"/> Department	GROUP CODE DEPT. NO. DIV. NO.	GROUP CODE DEPT. NO. DIV. NO.
	SUPERVISOR	SUPERVISOR
<input type="checkbox"/> Leave of Absence	DATE	DATE
	TYPE	
<input type="checkbox"/> Suspension	DATE	DATE
	REASON	
<input type="checkbox"/> Termination	TERMINATION DATE	LAST DAY WORKED

REMARKS

APPROVALS

REQUESTED BY	DATE	HUMAN RESOURCES DIRECTOR	DATE
	7/21/2014		8/1/14
APPROVAL DEPT. DIRECTOR	DATE	APPROVAL CAO	DATE



LOS ALAMOS COUNTY
Human Resources Division
P.O. Box 30, Los Alamos, NM 87544
(505) 662-8040 Fax (505) 662-8000

HARASSMENT POLICY ACKNOWLEDGEMENT

I, Joseph Dumas, [REDACTED], an employee of Los Alamos
Please print name Employee #

County hereby certify that I have received a copy of the Los Alamos County Harassment policy. I realize that violation of this policy could result in disciplinary action up to and including termination of employment and appropriate legal action. I understand that as a condition of employment I must abide by the terms of this policy.

[Signature]
Signature

07/21/2011
Date

WORKPLACE VIOLENCE POLICY ACKNOWLEDGEMENT

I, Joseph Dumas, [REDACTED], an employee of Los Alamos
Please print name Employee #

County hereby certify that I have received a copy of the Los Alamos County Workplace Violence policy. I realize that violation of this policy could result in disciplinary action up to and including termination of employment and appropriate legal action. I understand that as a condition of employment I must abide by the terms of this policy.

[Signature]
Signature

07/21/2011
Date

